



City of South Bend

Vacancy Announcement

Post Date: Tuesday, April 14, 2015

Closing Date: Until Filled

KIDS WORLD – LEADER (O’Brien Recreation Center)

Category: Seasonal

Department: Parks & Recreation

Reports To: Program Supervisor

Schedule: Varied schedule Monday-Friday, 7:00 AM-5:30 PM for 9-11 weeks.

Pay Rate: \$8.00/hr. (non-exempt)

Position: SUMMARY

Plans, organizes, implements, and conducts planned programs at Kids World, an alternative to child care, held at the O’Brien Recreation Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Helps enforce all camp policies, procedures, and rules.
- Assists with making sure weekly activities schedules and other handouts are given out to parents.
- Writes up accident, occurrence, and incident reports.
- Responsible for group cooperative activities; breakfast, lunch, and snack times; special programs, and getting the children ready for field trips.
- Will be responsible for group of children on field trips.
- Will be responsible for assigned age group to conduct the plan for the day.
- Works with other staff to keep activities flowing smoothly from one activity to another.
- Conducts assigned activity program for which you are hired.
- When not instructing programs, will assist other staff with their programs.
- Help insure that the weekly activity schedule is followed.
- Reports to the director and supervisor accident, closure, or staffing problems.
- Administers first aid and written reports.
- Helps maintain a safe and enjoyable environment for the children.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- Prefer high school graduate or equivalent with two years' experience in a day camp setting.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must have leadership experience.
- Must be creative, imaginative, spontaneous, enthusiastic, resourceful, and extremely flexible.
- Must enjoy working with youth ages 5-12.
- Ability to communicate directions or instructions to groups of people.
- Ability to deal effectively with the public, children, parents, and care givers.
- Excellent communication skills.

CERTIFICATES, LICENSE, REGISTRATION

- Valid driver's license.
- Current CPR and First Aid Certification.

EQUIPMENT

Computer, telephone, sports equipment, recreational equipment, automobile, and cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed both inside and outside. Environmental conditions can be normal to extreme hot or cold. The noise level in the work environment is moderately loud. Entire office and park area is smoke free. Might be required to work with special needs/behaviorally challenged children.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Criminal Background Check Required